

BBL Construction Services, LLC
 302 Washington Ave Extension
 Albany, New York 12203
 Phone: (518) 452-8200

Project: 111032 - KCSD-2nd Century HS Addition
 Kingston High School Campus
 Kingston, New York 12401

KCSD Steering Committee Meeting Minutes

MEETING DATE: 11/10/2021

MEETING TIME: 2:00 PM - 3:00 PM

MEETING LOCATION: District Office - Meagher Board Room

OVERVIEW:

Kingston City School District KHS Second Century Capital Plan – Steering Committee Meeting

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Jeff Andrews	BBL Construction Services, LLC	Tel: (518) 452-8200 ext. 4270	jeffandrews@bblinc.com	Present
Mike DeLima	BBL Construction Services, LLC	Tel: (518) 452-8200 ext. 4121	mdelima@bblinc.com	Present
Mary Beth Bonville	Kingston City School District	Tel: (845) 339-3000	mbonville@kingstoncityschools.org	Present
Tom Clapper	Kingston City School District	Tel: (845) 339-3000	tclapper@kingstoncityschools.org	Present
Vincent DeCicco	Kingston City School District	Tel: (845) 339-3000 ext. 3701	vdecicco@kingstoncityschools.org	Present
Margarita Lekaj	Kingston City School District	Tel: (845) 339-3000	mlekaj@kingstoncityschools.org	Present
Allen Olsen	Kingston City School District	Tel: (845) 339-3000	aolsen@kingstoncityschools.org	Present
Dr. Paul Padalino	Kingston City School District	Tel: (845) 339-3000	ppadalino@kingstoncityschools.org	Present
Gary Tomczyk, Jr.	Kingston City School District	Tel: (845) 339-3000	gtomczykjr@kingstoncityschools.org	Absent
Beth Woodard	Kingston City School District	Tel: (845) 339-3000	bwoodard@kingstoncityschools.org	Absent
Nora Scherer	Kingston School Board of Education	Tel:	nscherer@kingstoncityschools.org	Present
James Shaughnessy	Kingston School Board of Education	Tel:	jshaughnessy@kingstoncityschools.org	Present
Ofe Clarke	KSQ Design	Tel: (914) 682-3700	oclarke@ksq.design	Absent
Armand Quadrini	KSQ Design	Tel: (914) 682-3700	aquadrini@ksqarchitects.com	Absent

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact BBL Construction Services if there are any discrepancies or questions with the content of these minutes.

Alex Soto	KSQ Design	Tel: (914) 682-3700	asoto@ksq.design	Present
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Field House 2nd Phase

No	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	Optimus Updates	Alex Soto (KSQ Design)			Open	Old

Official Documented Meeting Minutes:
11/10/21:

- KSQ to provide Final SED Certification Form regarding this deduct change order - Alex will issue week of 11/15

Previous Meeting Minutes:

10/13/2021:
10/13/21:

- District Council has advised that the previously drafted final deduct change order that reconciles project costs regarding Optimus is in order.
- Final Deduct Change Order for Optimus being issued by the District
- Final SED Certification Form regarding this deduct change order will be issued after a 30 day waiting period

Change Management Updates

No	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	Change Management - Main Phase 2	Alex Soto (KSQ Design), Mike DeLima (BBL Construction Services, LLC)			Open	Old

Official Documented Meeting Minutes:
11/10/21:

- Balance of various change event items being addressed - look to wrap up balance of open items over the next few months
- KSQ working on finalizing change events that need final district signature prior to going to SED
- DocuSign is being used for electronic signatures.
- Once finalized electronically, KSQ will assemble and submit to SED

Previous Meeting Minutes:

10/13/2021:
10/13/21:

- Balance of various change event items being addressed - look to wrap up balance of open items over the next month
- KSQ finalizing change events that need final district signature prior to going to SED
- DocuSign is being used for electronic signatures.
- Once finalized electronically, KSQ will assemble and submit to SED

KHS Tracking Items

No	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	BOE Meeting Presentations	Armand Quadrini (KSQ Design), Mike DeLima (BBL Construction Services, LLC)			Open	Old

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<p>Official Documented Meeting Minutes: 11/10/21:</p> <ul style="list-style-type: none"> BBL and KSQ attended the 11/3/21 Board Meeting - provided a presentation on the HS A/C Main Project. <ul style="list-style-type: none"> District BOE provide direction to proceed with the Design/Bidding of the Project. KSQ targeting early part of December for completion of documents The next BOE Meeting is on 11/17/21 						
<p>Previous Meeting Minutes: 10/13/2021: 10/13/21:</p> <ul style="list-style-type: none"> BBL will provide a presentation for the next BOE Meeting on 10/20/21. BBL and KSQ do not have to attend - the District is conducting this meeting in person. 						
3.2	Project Budget Update - Main Phase 2	Mike DeLima (BBL Construction Services, LLC)			Open	Old
<p>Official Documented Meeting Minutes: 11/10/21:</p> <ul style="list-style-type: none"> Finalizing balance of changes at this time against allowance dollars - ongoing - look to finalize over the next few months Finalizing balance of changes against construction contingency - ongoing - look to finalize over the next few months Various changes being reviewed with KSQ and Tom Clapper No issues to report. 						
<p>Previous Meeting Minutes: 10/13/2021: 10/13/21:</p> <ul style="list-style-type: none"> Finalizing balance of changes at this time against allowance dollars - ongoing - look to finalize over the next few months Finalizing balance of changes against construction contingency - ongoing - look to finalize over the next few months Various changes being reviewed with KSQ and Tom Clapper No issues to report. 						
3.3	Owner's Representative	Tom Clapper (Kingston City School District)			Open	Old
<p>Official Documented Meeting Minutes: 11/10/21:</p> <p>Updates to be provided by Tom Clapper</p> <ul style="list-style-type: none"> Shelves have been installed. Heat improvements underway. General building maintenance items being addressed - no issues to report. 						
<p>Previous Meeting Minutes: 10/13/2021: 10/13/21:</p> <p>Updates to be provided by Tom Clapper</p> <ul style="list-style-type: none"> The balance of the shelves arrived today (4 out of the 5 pallets, tracking the last pallet). Install of the shelves to take place over the next few weeks. Addressing District needs on a daily basis - no issues to report. 						
3.4	Site Access and Concerns	Jeff Andrews (BBL Construction Services, LLC),			Open	Old

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		Mike DeLima (BBL Construction Services, LLC), Dylan Bogart (BBL Construction Services, LLC)			
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Official Documented Meeting Minutes:
11/10/21:

- There are no site access concerns at this time.
- A temporary cooling and heating units are installed in the nurses area until the replacement coil that failed arrives. Coil is ready to ship, coming out of Mexico, contractor working through shipping challenges -- update to follow once shipping is confirmed.
- Any remaining open items being coordinated with Vince and Tina, taking place on 2nd shift.
- Weekly coordination meetings continue to be held with Vince and Tina.

Previous Meeting Minutes:
10/13/2021:
10/13/21:

- There are no site access concerns at this time.
- A temporary cooling unit was installed in the nurses area until the replacement coil that failed - arrives. Coil is ready to ship, contractor working through shipping challenges and will provide update.
- 2nd Shift Punch List / Open Items Work being coordinated with Vince and Tina.
- Weekly coordination meetings continue to be held with Vince DeCicco and Tina Montano.

3.6	KHS Pool Restoration Project	Armand Quadrini (KSQ Design)			Open	Old
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Official Documented Meeting Minutes:
11/10/21:

- Updates:
 - Technical review sign-off provided by SED.
 - KSQ will be contacting SED (Sigrid) for status of obtaining the actual building permit approval - no update
 - Bid Documents available to bidders.
 - Pre-Bid Tour is scheduled for 11/16
 - Bid recommendations to BOE at the December Board Meeting.
 - Projected construction period Feb 2022 to July 2022

Previous Meeting Minutes:
10/13/2021:
10/13/21:

- Updates:
 - Technical review sign-off provided by SED.
 - KSQ will be contacting SED (Sigrid) for status of obtaining the actual building permit approval.
 - DOH approval provided, KSQ will distribute to the project team.
 - Balance of coordination items to follow prior to bidding.
 - On track to bid at beginning of November
 - Projected construction period Feb 2022 to July 2022

KHS Phase 2 Updates

No	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	Phase 2 - Main Building Renovation/Tobin Whiston Demolition Project	Alex Soto (KSQ Design), Jeff Andrews (BBL Construction Services, LLC), Mike DeLima (BBL Construction Services, LLC)			Open	Old

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Official Documented Meeting Minutes:

11/10/21:

- KSQ working on providing balance of SED Certification Forms - goal is to be completed within the next 2 weeks.
- Continuing to gather close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

Previous Meeting Minutes:

10/13/2021:

10/13/21:

- Punch list items are substantially complete.
- A few back order items will be installed once they have arrived (example: stair tread warranty replacement)
- Items are being checked by BBL (Dylan) for verification they are complete.
- Balancing of MEP Systems are substantially complete.
- Gathering close-out documents (as-builts, warranties, operational/maintenance manuals..etc...)

4.2	HS Finish Package 2021	Jeff Andrews (BBL Construction Services, LLC), Mike DeLima (BBL Construction Services, LLC)			Open	Old
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Official Documented Meeting Minutes:

11/10/21:

HS Finish Package Updates:

- Grass area at the front of Salzmänn:
 - Reviewed by Design Team what has been installed is per project specifications
 - Continue to monitor growth.
 - Contractor has been advised that the grass area is not accepted yet -- they will be responsible to return in Spring 2022 to address.
- Doors at Main Lobby:
 - Have been installed
- New Acoustical wall panels at the Music Wing:
 - Recent shipment received and items installed.
 - Balance of areas to arrive at end of November (current projections from contractor)

Previous Meeting Minutes:

10/13/2021:

10/13/21:

HS Finish Package Updates:

- Sitework at the Tobin-Whiston Memorial Underway:
 - Site restoration is complete
 - The TW lettering is complete
 - The TW lettering mortar repair is complete
 - District installing a few boulder around the memorial
 - The TW Building Plaque on post to be installed as the last step
- Grass area at the front of Salzmänn:
 - Reviewed by Design Team what has been installed is per project specifications
 - Contractor has reseeded.
 - Continue to monitor growth.
 - Contractor has been advised that the grass area is not accepted yet -- they will be responsible to return in Spring 2022 if needed to address.

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- New terrazzo flooring at the main lobby:
 - Area is complete, including pre-punch list inspection
 - Final sealing and waxing being completed
 - KSQ to generate final punch list this Thursday
- Doors at Main Lobby:
 - Fabrication/delivery delayed once more -- projecting having doors delivered/installed by end of October
- New Acoustical wall panels at the Music Wing:
 - Next shipment this week, install next week for Rooms M032 and M032-1.
 - Balance of Shipment for Room M027 - current supplier projection is end of Nov/Early December for install
 - Industry continues to have fabric material challenges - multiple options have been explored for other material changes

4.3	A/C Topic at KHS Areas	Armand Quadrini (KSQ Design), Mike DeLima (BBL Construction Services, LLC), Tom Clapper (Kingston City School District), Beth Woodard (Kingston City School District)			Open	Old
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Official Documented Meeting Minutes:
11/10/21:

- BOE provided direction to proceed at the 11/3/21 Meeting
- Project Highlights are:
 - Utilizing existing unit ventilators and introducing roof top equipment and coils.
 - Approximately 50 areas will have the coils introduced to enable cooling.
 - Air exchanges are being met per code per KSQ.
 - Cost - at this current concept, the value is in the \$1.5 million range.
 - Schedule - Develop Design Documents - KSQ to provide update on milestone date, currently in early December as a goal.

Previous Meeting Minutes:
10/13/2021:
10/13/21:

Discussion held regarding Air-Conditioning at all areas of KHS:

- Power point presentation provided, highlights are:
 - Utilizing existing unit ventilators and introducing roof top equipment and coils.
 - Approximately 50 areas will have the coils introduced to enable cooling.
 - Air exchanges are being met per code per Armand.
 - Cost - at this current concept, the value is in the \$ 1.2 to \$ 1.5 million range -- will be finalized over the next few weeks
 - Schedule - Drawing in November, Submit to SED in December and Bid in late January -- all based on deliverables and SED review/approval
- Meeting still needs to be scheduled with Beth W, BBL and KSQ to go over MCA -- look to schedule.
- Beth W.:
 - District waiting on SED to provide update on MCA.
 - Current Referendum under budget by about \$10 million +/-.
- Presentation to be provided to the Board of Education at the 11/3 meeting.

4.5	Water Infiltration	Armand Quadrini (KSQ Design), Alex Soto (KSQ Design)			Open	Old
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Official Documented Meeting Minutes:

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11/10/21:

Water Infiltration at Ground Floor:

- Camera scoping of existing plumbing lines has taken place, no broken pipes noticed, some dirt settlement observed - lines have been jetted.
- Previously discussed potential action items:
 - An additional roof leader may have to be installed to be looked into
 - Sealing of the asphalt near the building where water infiltration has taken place
 - Possibly add caulking between the asphalt and the building
 - Waterproof foundation wall in areas where the cause is not related to piping
 - Adding catch basin at low spot of the HS near the Field House
- Summary of findings and direction to be provided by KSQ

Previous Meeting Minutes:

10/13/2021:

10/13/21:

Water Infiltration at Ground Floor:

- The last significant rain event produced minimal water infiltration into the building, the Archery area was the main area.
- Existing rain gutters need to reviewed in the area of the Archery room, this may be a contributing item due to the condition of the gutters
- Camera scoping of existing plumbing lines has taken place, no broken pipes noticed, some dirt settlement observed - lines will be jetted, Tom is working on getting a contractor on aboard.
- Previously discussed potential action items:
 - An additional roof leader may have to be installed to be looked into
 - Sealing of the asphalt near the building where water infiltration has taken place
 - Possibly add caulking between the asphalt and the building
 - Waterproof foundation wall in areas where the cause is not related to piping
- Summary of findings and direction to be provided by KSQ

4.6	HS Dedication Ceremony	Dr. Paul Padalino (Kingston City School District)			Open	Old
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Official Documented Meeting Minutes:

Options for a Dedication Ceremony are being discussed by District Leadership, info to follow.

Previous Meeting Minutes:

10/13/2021:

10/13/21:

- Dr. Padalino this is a work in progress, will continue to discuss next steps for the HS Building Ribbon Cutting Ceremony.
- New District Communications team member to start this upcoming week, will assist Dr Padalino.
- COVID is playing a roll if this can be done in person, all options are being reviewed.

4.7	9/11 Sculpture	Armand Quadrini (KSQ Design)			Open	Old
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Official Documented Meeting Minutes:

11/10/21:

- KSQ has a file document that provides a virtual view of the sculpture - Armand will distribute to all
- No further updates or action at this time.

Previous Meeting Minutes:

10/13/2021:

10/13/21:

- KSQ has a file document that provides a virtual view of the sculpture - Armand will distribute to all

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- Previously, Jim Shaughnessy inquired about what is taking place/planned for the 9/11 Sculpture that was donated to the District - maybe a local group such as the Fireman's Benevolent Society would have an interest
- Discussions were held about having a plan that would provide a safe installation of the sculpture in order to avoid any liabilities regarding climbers on the sculpture or even the understanding that the sculpture has sharp edges.
- Tom Clapper has the sculpture in storage and would just need a few days notice to make it available for review.
- No further action at this time.

4.8	Board Tour of the HS	Nora Scherer (Kingston School Board of Education)			Open	Old
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Official Documented Meeting Minutes:
11/10/21:

The building tour will take place on 12/1/21.

Previous Meeting Minutes:
10/13/2021:
10/13/21:

- Nora provided the following comments:
 - The building looks great, in particular the recently completed Finish Project areas.
 - Paint sheen concerns were discussed with HS custodial staff during the HS Building Inspection Tour, mainly for cleaning concerns
 - Locker springs were "popping out" in the music wing -- It was reported that the contractor will be on site to replace and check all lockers.
- Board tour of the HS (the 10/7 tour did not take place due to school activities previously scheduled) - to be planned for at a later date.

Additional Comments

No	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	Additional Attendee Comments				Open	Old

Official Documented Meeting Minutes:
11/10/21:

Building tours will finish in November.

Previous Meeting Minutes:
10/13/2021:
10/13/21:

Nora - Building Inspections continue to finish in November.

Upcoming Meetings

No	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	Upcoming Meetings				Open	Old

Official Documented Meeting Minutes:

The next Steering Committee meeting will be held on Wednesday, December 15th 2021, at 2:00 pm - in person.

Previous Meeting Minutes:
10/13/2021:
10/13/21:

- The next Steering Committee meeting will be held on Wednesday, November 10th 2021, at 2:30 pm - To be determined if in person our virtual.

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